

MEMO



To: Food Services Employees

From: Estevanny Jiménez Turns
Chief of Talent and Employee Engagement

Date: September 30, 2019

Subject: School/Office Delays

Please follow the Inclement Weather Memo regarding procedures sent to all School District of Lancaster Staff, with the exception of one or two hour delays for schools/offices.

On days where schools and offices in the School District of Lancaster are on a delay, food service employees are expected to report at their regularly scheduled start time or as soon as weather conditions permit safe travel. Employees will be paid for time worked, as recorded in the electronic time and attendance system (Kronos), and for the hours the school and offices were delayed.

Examples:

- The schools and offices in the School District of Lancaster are on a 2 hour delay. Food Services employees arrive at their regularly scheduled time. They are paid for the hours worked and for the 2 hour delay.
- The schools and offices in the School District of Lancaster are on a 2 hour delay. Food Services employees arrive at their regularly scheduled time. An hour later, it is announced that schools and offices will close for the day. Food Services employees are excused from work and will be paid for the time worked and for the 2 hour delay.